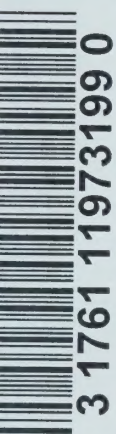


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The Archives  
of Ontario  
Keeper of  
the Record



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Cover: Sugar Bush, 1870's. Alex Henderson. ACC.  
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Page 2: Conservation Laboratory, 1979.

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M.O. Hammond. S9836.

Page 6: Niagara Falls in Winter, 1907.

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Page 7: Water Fun, Port Dover, 1911.

M. O. Hammond. S9745.

Page 9: *The Constitution*. Newspaper collection.

Page 11: City of Toronto, 1878.

H. J. and W. A. Browne. Map Collection, D-11.

The Archives  
of Ontario  
Keeper of  
the Record

William Ormsby  
Archivist of Ontario



## Mandate and Responsibilities

Concern for the preservation of Ontario's documentary heritage led to the establishment of a provincial archives in 1903. Today, under the authority of the Archives Act, the Archives of Ontario serves Ontario's government and public as part of the Ministry of Citizenship and Culture. It is responsible for acquiring all types of records and documents relating to Ontario, preserving these records for posterity and making them available for government and public research use. Through the government's records management programme, the Government Records Section within the Archives monitors and regulates the final disposition of provincial government records. The Private Manuscripts Section is responsible for private material acquired through donation or purchase.

## Facilities and Services



The Archives is located at 77 Grenville Street, Toronto, just north of the intersection of Bay and College Streets and across the road from Women's College Hospital. The holdings are maintained on six floors of stacks which are secure and climate controlled. Preservation of materials is facilitated by continuous dust and light filtration and the use of acid-free document containers. The Archives has a specially equipped conservation unit, a pho-



tographic laboratory and microfilm and photostat facilities. Each service provides important technical support to ensure the preservation of Ontario's documentary heritage and to assist in making it available to the widest possible public.

The Reading Room and display area are open to the public Monday to Friday from 8:30 a.m. to 5:00 p.m. October to May, and 8:15 a.m. to 4:30 p.m. June to September. The Archives is closed on Sundays and statutory holidays. Registration at the reference desk is necessary before the public can use records in the main Reading Room or in the supplementary public reference areas in the Map, Picture and Audio-Visual Collections. Extended evening hours are available Monday to Friday from 5:00 p.m. to 10:30 p.m. and on Saturday from 10:00 a.m. to 8:00 p.m. only to registered researchers who have been assigned a locker and who have placed formal requests for material during business hours. It should be noted that extended hours apply only to the Reading Room on the first floor, not to the Map, Picture, or Audio-Visual Collections.

Card catalogues, finding aids and other research guides are located in the Reading Room. The Archives' professional staff is available for research consultation during business hours. For those who are unable to make a personal visit the Archives will provide limited reference service by letter. The Archives' staff will advise ministries, individuals and organizations on the selection and care of documents and on the establishment of archives' programmes. Within the limits of its resources, the Archives of Ontario will prepare displays of records from its holdings for community and other special occasions upon request.

A range of copying services is available for users and donors of original manuscript materials. The staff will advise on the most suitable form of reproduction. The Archives reserves the right to limit the number of copies. When required, the Archivist of Ontario can certify copies for specialized legal and administrative purposes.



## Acquisitions

The Archives of Ontario is committed to the most efficient and complete preservation of Ontario's public record. Through donation, purchase, copy loans, interviews and the government's records management programme, the Archives continually acquires records of permanent value to Ontario.

The Archives needs your co-operation to prevent deterioration, loss or alienation of Ontario's documentary heritage. We encourage you to bring to our attention Ontario family papers, diaries, photographs, newspapers, tape recordings, church and school records, municipal records, political papers, business and society records that document Ontario's past. The Archives' staff can advise on the appropriate deposit arrangements for such records.

## Government Records

Under the provisions of the Archives Act and through the operation of the government's records management programme, the Archives selects for permanent preservation significant records created by the Government of Ontario. Since 1966 the average annual intake of records has been 4,200 cubic feet.

The archival records of each ministry are arranged in separate record groups. Government records archivists are responsible for a number of related archival record groups and have a specialized knowledge of the types of records each ministry creates.

The Archives of Ontario has original records from virtually every past and present government ministry and agency. Significant municipal records (R.G. 21) and local school board records (R.G. 51) are also part of the Government Records



Section. Some of the important record groups are:

- R.G. 1 Ministry of Natural Resources and its predecessors, 1766-1979  
R.G. 2 Ministry of Education, 1815-1976  
R.G. 3 Cabinet Office and Premier, 1867-1976  
R.G. 7 Ministry of Labour, 1916-1975  
R.G. 10 Ministry of Health, 1841-1973  
R.G. 22 Court Records, 1787-1958

Records older than 30 years are, in most cases, open for public research use. Permission to consult records less than 30 years old must, generally speaking, be obtained from the responsible ministry or agency.

Copy/

## Proclamation

Francis Gore, Esq. *Governor of the Province of Upper Canada* &c. &c. &c.

To all to whom these Presents shall come - Greeting:

Whereas there are divers persons who were resident in the British Colonies in America before the breaking out of the American War, who joined the Royal Standard previous to the Treaty of Separation in the year 1783, and who having resided in this Province in. n. before the 28<sup>th</sup> day of July 1798, and who have continued to reside therein since that period: but have neglected to obtain in due time the insertion of their Names in the U. S. list, n. have been suspended from the same, and are thereby deprived of the advantages intended to be bestowed by His Majesty on that meritorious class of subjects.

And Whereas there are other persons, who in like manner did join the R<sup>o</sup> Standard, and who were also resident in this Province on n before 23 July 1798, but have since died without having their names inserted on that list, whereby their children become deprived of the privileges that they would otherwise have derived from His Majesty's Bounty.

Now Know ye, that I, Francis Gore, Esq. Governor, as aforesaid, solicitors to promote the welfare, and happiness, of His Majesty's Subjects of every description, in this Province, more especially of those who have so strongly manifested their attachment and loyalty to His Majesty: and also solicitors to promote the welfare that the children of such persons, who, when alive, were entitled to have been placed











## Records Management

Archives' records analysts review all records schedules submitted to the Archives of Ontario from ministries, agencies, boards and commissions of the Ontario Government. Upon request, the analysts provide them with advice on records management and assist in the development of standard guidelines for records management. Their responsibilities include participation in both the development and delivery of the government's records management training programme.

## Private Manuscripts

The Private Manuscripts Section has 8,000 cubic feet of correspondence, diaries, ledgers, scrapbooks and other records of prominent individuals and families who lived in Ontario or contributed to the development of the province in significant ways. These include politicians, clergymen, businessmen, pioneers, writers and members of the professions. Notable collections are the papers of John Graves Simcoe and the explorer David Thompson, the correspondence and scrapbooks of Edward Blake and the papers of Sir Aemilius Irving, a leading legal figure.

The Archives also acquires the corporate records of various Ontario organizations, societies, associations and commercial enterprises. Typical representatives of corporate records are the Ontario Society of Artists, MacLean-Hunter Ltd., the Toronto Typographical Union and the Ontario Provincial Council of Women.

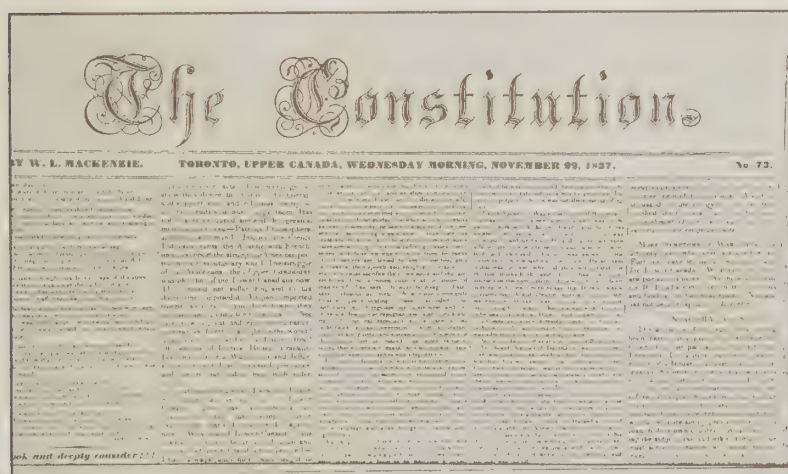
Records from each individual and corporate source are kept together as separate collections. Collections are organized on paper into manuscript groups by subject, such as agriculture, politics, transportation and local history. Subjects are assigned to archivists who have expertise in that area. In most cases, use is unrestricted.



## Newspaper Collection

The Newspaper Collection, which mainly emphasizes newspapers published within the province from 1792 to 1930, includes at least 2,000 different mastheads of which about 1,300 originate from this province. Over 5,700 reels of newspapers on microfilm as well as 3,060 linear feet of hard copy are available to researchers. The public is encouraged to use microfilm wherever possible and detailed catalogues of newspaper holdings are kept in the Reading Room, with entries arranged alphabetically by locality.

The Ontario Archives has an ongoing policy of microfilming newspapers of the province up to 1930 for central and southern Ontario, and 1940 for northern Ontario. Our acquisitions policy is by copyloan, purchase or donation.



## Architectural Drawings Collection

The Architectural Drawings Collection consists of drawings for approximately 4,500 buildings dating from 1829 to the 1970s. In many cases there are detailed notes, specifications and, occasionally, photographs of the structures. Projects include a wide variety of building construction from triumphal arches in honour of the Prince of Wales' visit to Toronto in 1860, to public buildings, factories and



stores, private residences, bridges, monuments etc. Prominent architects of the 19th century include Frederic Cumberland, W.G. Storm, D.B. Dick, Edmund Burke, and Henry Langley. The collection also features the drawings of many notable 20th century architects, such as the E.C. and J.C.B. Horwood, Douglas Kertland, Souter-Lenz-Taylor, R.E. McDonnell, Jack Ryrie, Harry Kohl and Marani, Rounthwaite and Dick. Inventories are available in the Picture Collection where the architectural drawings are housed.

## Picture Collection

The Picture Collection contains thousands of photographs, posters, broadsides, as well as a small number of sketches and water colours, portraying a broad spectrum of Ontario life since the 1790s. The Archives acquires complete collections of pictorial material as well as individual items of special thematic interest or documentary value.

Notable collections are the Simcoe and Burrowes Sketches, the M.O. Hammond and John Boyd Photographic Collections, and an interesting selection of photographs by Josiah Bruce who was active in Toronto at the turn of the century.

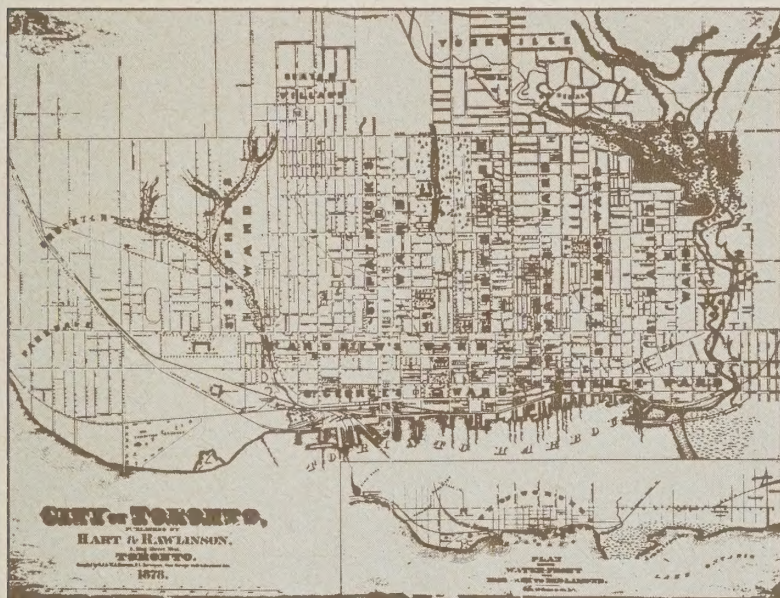
The Picture Collection's subject index on aperture cards includes a 35 mm transparency of each picture. Photographic reproductions from the collection are prepared in the Archives' photographic laboratory.

## Map Collection

The Map Collection holds over 180 volumes and over 25,000 cartographic documents relating to Ontario (Quebec, Upper Canada, Canada West). Included are early plans of the Surveyor General's Office, c. 1784-1820, some of which show lot ownership, and the county maps and atlases, c. 1860-1880, with a wide range of cultural information. Of special interest are the John Graves Simcoe, David Thompson, Thomas Talbot and Canada Company maps and plans, most of which



are land surveys. We also have substantial holdings of topographic, hydrographic, geological, transportation, timber and fire insurance maps, charts and plans. There are duplicate area/author/subject catalogues, supplemented by lists, in the Reading Room and Map Collection.



## Audio-Visual Collection

This unit acts as a repository for audiotapes, videotapes, phonograph records, and motion picture films that come to the Archives. Included in its holdings are: oral history, autobiographical interviews, local history and folklore, radio broadcasts, commission records, and public information productions of Ontario government ministries. Notable collections are: radio programmes by free-lance broadcaster Miller Stewart, autobiographical interviews with prominent Canadians by A.M. (Sandy) Nicholson, local history/folklore tapes from Pickering Township, and ethnic interviews by the Multicultural History Society.

Items in this unit may be watched or listened to either with the use of equipment in the unit or by appointment, depending on type of medium. A rapid cassette tape copying service is available, and copying of other types of medium may be arranged on request.



## The Library

The Library provides reference service for registered researchers using primary materials in the Archives' Reading Room and provides specialized professional handling of Ontarianana and other printed archival material.

In its research and reference collections, the Library maintains thousands of titles in the form of Legislative publications, Ontario government reports, histories (local and general), biographies, specialized studies, directories, almanacs and army lists and over 12,000 titles of rare and ephemeral pamphlet items. Also included are significant publications on archival practice, records management and methodologies of conservation. Within the extensive collection of serials are the periodical publications of local historical societies and the professional journals of the Society of Archivists (U.K.), the Society of American Archivists, the Association of Canadian Archivists and various national oral history associations.

Because of the rare nature of the holdings and their constant use, inter-library loans are not permitted. Reproductions are allowed only if there is no danger of damage to the original publications.

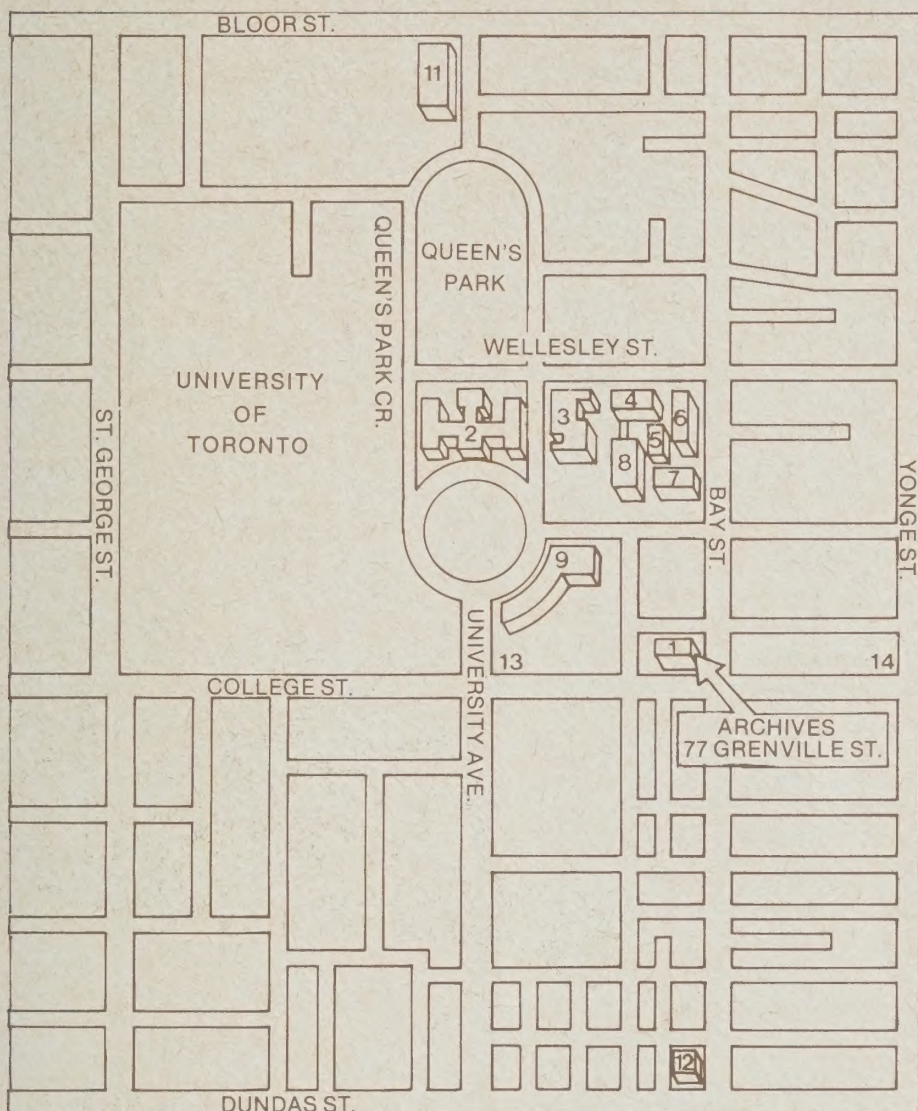
Our resources are the basis for exploring numerous aspects of Ontario's Heritage. If you are interested in Ontario's documentary past please visit us.

Enquiries are always welcome.

Location and Mailing Address:  
77 Grenville Street, Queen's Park,  
Toronto, Ontario M7A 2R9

965-6882 (Government inquiries)  
965-4030 (General inquiries).





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